

ADMINISTRATIVE - INTERNAL USE ONLY

DDI-892-74

25 March 1974

MEMORANDUM FOR THE RECORD

SUBJECT: MAGID-4, 16 January 1974: MAGID  
Study of DDI Orientation for New  
Professionals

1. Subject report was discussed in the DDI Executive Council on 19 March 1974. The following was decided:

a. MAGID Recommendation A: Establish a short (2-3 day) DDI Orientation Course by OTR. It was decided that the DDI Management Staff, working with MAGID and OTR, would establish an orientation course as follows:

- Course to be given to all new personnel--clerical as well as professional--about 4-6 months after EOD in the Directorate.
- Course to be repeated every couple of months.
- Course to address what activities, including services, are going on but will not attempt to go into the details of how to use the services.
- Course lectures to be given by Directorate senior line and staff personnel.
- Course preferably to be given 3 1/2 to 4 hours a day, rather than full days. Maximum length: 16-24 working hours.

b. MAGID Recommendation B: Issue DDI Notice on IWA and new orientation course. Approved.

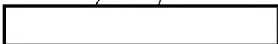
c. MAGID Recommendation C: DDI instruct Office Directors to establish Office orientation plans. Approved--to be open to all personnel.

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2. With regard to reporting, it was decided that Office Directors would be required to submit annual reports to the DDI Management Staff which would identify their personnel who were eligible to take the DDI orientation course but did not.

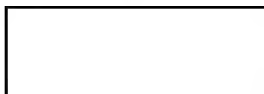
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DDI Management Staff

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OFFICE OF THE DD/I

DATE: 3 April 74

TO: Paul/Ed

FROM:

SUBJECT: MAGID



File  
MAGID

REMARKS:

I have been invited by MAGID to be their dinner guest on 23 April. This is related to their stated intention to maintain closer and regular contact with this Staff on Directorate management policies and developments.

(Also, I have been invited to talk to the Finance Career Conference  18 April. Subject: the Intelligence Directorate--planning etc.)

cc:



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